

DELHI TRANSPORT CORPORATION

STANDING ORDERS REGARDING UNIFORMS AND BADGES

UNIFORMS.

1. The members of the staff to whom uniforms will be supplied the articles of the uniform and the scale or period of supply are indicated in the attached statement.
2. The pattern or style of the uniform and the quality of the cloth etc. to be used, will be decided by the General Manager, from time to time, subject to the condition that the total expenditure will not exceed the budget provision.
3. The quantity of the cloth for each article of the uniform will be decided by the General Manager after taking into consideration the width of the cloth and any important variations in the measurements of any employees from the standard measurements.
4. Purchase of materials for the uniforms and the stitching of uniforms will be arranged by the usual method of tenders.
5. If an employee to whom uniform has been supplied is dismissed, discharged or retired, or otherwise quits the service of the Delhi Transport Undertaking or is promoted, reduced or transferred to a post in which he is not eligible to the supply of uniform, he shall either return the uniform or pay its prorated cost according to the period for which it was issued and the period of his having had it, provided that it will not be necessary to return this uniform or make any payments therefor if full one year has elapsed since the date of issue of the uniform.
6. Notwithstanding anything contained in para 5 above, the employee shall return the buttons bearing the name or any sign of this Organisation, in case of dismissal, discharge, retirement, resignation, etc. from his post in which he is not entitled to the supply of the uniform. In case of his failure to do so, he shall be liable to the payment of such penalty as the General Manager may decide in each case.

lud
Manager (Admin) Har
Delhi Transport Corporation
(Govt of N.C.T. of Delhi)
LP Estate, New Delhi - 110002
b *ky*

7. If an article of uniform is lost or made unserviceable by the employee before the expiry of the period for which it was issued, it shall be replaced and the value thereof recovered from the person concerned in cash or by monthly deductions from his pay in equal instalments not exceeding five, as may be fixed by the General Manager, in each case.
8. All procedural matters in regard to the issue of uniform shall be decided by the General Manager.
9. Badges will be issued to Chief Traffic Inspector, Traffic Inspectors, Travelling Ticket Examiners, Time Keepers, Drivers, Conductors, maintenance staff and watch and ward staff.
10. Badges will be made of metal and will indicate the number, designation of the employee and the name of the Organisation
11. The metal to be used in the manufacture of badges and their size and shape or pattern will be such as may be decided by the General Manager from time to time.
12. Badges will not be renewable. When any badge issued to any employee has been lost or broken, it will be replaced by another and the cost will be recovered from the employee if in the opinion of the General Manager, the loss or breakage was due to negligence on the part of the employee.
13. In case of dismissal, discharge, retirement, resignation etc. from his post or when he is promoted, reduced or transferred to a post in which he is not eligible to the use of badge, the employee shall return the badge. In case of his failure to do so, he shall be liable to the payment of such penalty as the General Manager may decide in each case. (Amended vide O.O.No.13 dt.27.3.90/copy enclosed/)
14. Purchase of badges will be arranged by the usual method of tenders and any other procedural matters in this behalf or in regard to the issue of badges will be decided by the General Manager.

Juo
Manager (Admin.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
kg

UNIFORMS AND BADGES

15. Uniforms and badges issued to the employees shall remain the property of the D.T.U. and shall be liable to be surrendered at any time on an order passed by the General Manager at his discretion.
16. Uniforms and badges issued to the employees shall be worn by them on duty and under no circumstances when they are off duty.

BRASS BUTTONS

17. Eight brass buttons will be supplied to each member of the staff who are entitled to the supply of free uniforms including a coat, 10 buttons will, however, be supplied to the members of the checking staff who are supplied uniforms with shoulder flaps. Any button got damaged through wear and tear and rendered unserviceable will be replaced on production of old one. In case of loss of any button due to negligence of the staff, a further supply will be made on payment of the actual cost of the button.

luc
Manager (Admin.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
lag

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P.ESTATE:NEW DELHI

No: AdmI-3(12)/80

Dated: 27.1.1980

OFFICE ORDER NO.13

Sub: Standing Orders regarding Uniforms
and Badges - Amendment thereof.

It is notified for the information and necessary action by all concerned that the DTC Board vide its Resolution No.38/80, Item No.23/80, in its meeting held on 11.3.1980 has decided that Para 5 of the Standing Orders regarding uniforms and badges be and is hereby substituted as under:-

"If an employee to whom the uniform has been supplied retires, he shall be allowed to retain the same even though it has not been used for the full prescribed span of its life provided it has been retained for at least half its life before retirement. In all other cases, where an employee to whom uniform has been supplied, is dismissed, discharged or otherwise quits service or becomes ineligible for uniform due to promotion in rank, reduction in rank, appointment to another post etc., he shall be required to pay its pro-rata cost for the un-expired life of the uniform."

Sd/-
(B.P.GUPTA)
Administrative Officer(HQrs.)

All Officers & Sections.

copy to: 1.ALL NOTICE BOARDS.
2.ALL UNIONS OF WORKERS.
3.RESIDENTIAL AUDIT PARTY.

luc
Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002

2 kg

-234-

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P. ESTATE, NEW DELHI

No: Adml-3(12)/82

Dated: 11.11.82

Sub: Depositing of Uniforms by the
Retired Employees.

It is notified for the information of
and necessary action by all concerned that
the DTC Board vide ~~its~~ Resolution No.154/82
dated 25.10.1982 has decided that the practice
of depositing uniforms by the retired employees
be discontinued immediately and no uniform be
issued to employees who are to retire within the
next three months.

Para 5 of the Standing Orders regarding
Uniforms and Badges stands amended accordingly.

Sd/-
(B.P.GUPTA)
Administrative Officer(HQ)


All Officers & Sections.
All Unions.

lwo
Manager (Admn.) Hqr
Delhi Transport Corporation
(Govt of N.C.T of Delhi)
I.P. Estate, New Delhi - 110002
lgy

STATEMENT SHOWING THE CATEGORIES OF STAFF TO WHOM UNIFORMS ARE SUPPLIED. THE ARTICLES OF UNIFORMS & SCALE OF SUPPLY.

S. No.	Designation or category of staff	Particulars of qty. articles	Scale of supply	period	Remarks
1.	Traffic Supervisor Traffic Inspector Asstt. Tr. Inspector	Bushirt(Terrycot)	2	Every alt.	Summer
		Pant(Terrycot)	2	" "	"
		Woollen Coat	1	" "	Winter
		Woollen Pant	1	" "	"
		Woollen Cap	1	After five years	"
		Shoes	1	Pair every year	"
		Rain Coat	1	After every 5 years	"
2.	Security Inspector Asstt. Inspector	Bushirt(Terrycot)	2	Every alt.	Summer
		Pant(Terrycot)	2	Every alt.	"
		Malmal	10Mtr.	Every	"
		Woollen Coat	1	Every alt.	Winter
		Woollen Pant	1	" "	"
		Malmal	5Mtr.	Every Alt.	"
		Shoes	1	Pair Every year	"
3.	Drivers, Conductors Motor Cycle Messenger	Rain Coat with Cap	1	After every 5 year.	"
		Bushirt(Terrycot)	2	Every alt.	Summer
		Pant (Terrycot)	2	Every alt.	"
		Cap	2	" "	"
		Woollen pant	1	Every alt.	Winter
		Woollen Coat	1	Every alt.	"
		Woollen Cap	1	" "	"
4.	Security Guard, Havaldar	Shoes	1	Pair Every year.	"
		Bushirt(Terrycot)	2	Every alt.	"
		Pant	2	" "	"
		Malmal	10	Mtr. every summer	"
		Chappal	1	Pair every year	"
		Woollen Coat	1	Every alt.	Winter
		Woollen Pant	1	every alt.	Winter
		Malmal	5	mtr. every year	"
		Woollen socks	1	pair every year	"
		Shoes	1	pair every alt. year	"
		Great Coat woolen	1	after every 5 year	"
		5.	Peon, Attendant Store Attendant Daftri Male Sweeper	Bushirt(Terrycot)	2
Pant(Terrycot)	2			Every alt. summer	"
Gandhi Cap	2			Every alt. summer	"
Musline white (for male sweeper)	10			Mtr. every summer	"
Woollen Coat	1			Every alt. winter	"
Woollen Pant	1			Every alt. winter	"
Musline white (for male sweeper)	5			mtr. alt. winter	"
Woollen Jersey	1			Every alt. winter	"
Socks	1			Pair every alt. winter	"
Chappal	1			Pair every summer	"
Shoes	1			pair every alt. winter	"
2 set Terrycot	2			Every alt. summer	"
2 Cap	2			" "	"
5.	D.H.O.	1 set Woollen sarge	1	Every alt. winter	"
		1 Cap Woollen	1	Every alt. winter	"
		1 Jersey	1	Every alt. winter	"
		1 Pair Socks Woollen	1	Every winter	"
		1 pair chappal	1	Every year	"
		1 pair shoes	1	Every alt. year	"

7. Doctor	2 White Terrycot Apron	Every alt. year.
Compounder Dresser	2 Coat white drill 2 Apron	Every year. Every year.
8. Lady Conductor	<u>Winter Uniform</u> One woollen coat One sari One Petticoat One Blouse	Every alt. year
	<u>Summer Uniform</u> Two Saris Two Petticoats Two Blouse One pair Belly	Every alt. year Every year.
9. Lady Attendant/ Store Attendant	One woollen coat One sari One petticoat One Blouse. Two saris Two petticoats Two Blouse 1 Jersey 1 pair socks 1 pair chappal 1 pair belly	Every alt. winter year. Every alt. summer. Every alt. year Every year Every year. Every alt. year (winter)
<u>WORKSHOP STAFF.</u>		
10. Foreman	2 Long Coat (Drill) Khaki 1 Pair shoes 1 Jersey	Every summer Every year Every alt. winter
11. Asstt. Foreman, Chargeman.	2 Long Coat (Drill) Khaki 1 Jersey 1 pair shoes	Every alt. winter Every alt. winter Every year.
12. Skilled, Semi-skilled & Un-skilled personal, Off. Workshop staff including Asstt. Fitter, Fitter, Mali, Pump driver, Mason, Beldar, (Mazdoor Plumbers Mate excluding Manson Mechanic operator & Packer of printing press & CED staff.	2 Jacket (Drill) Khaki 2 Pant " 1 Jersey 1 jacket (Drill) Khaki 1 Pant " 1 pair shoes	every summer. " Every alt. year Every winter. Every winter. Every year.


 Manager (Admn.) Hqr.
 Delhi Transport Corporation
 (Govt. of N.C.T. of Delhi)
 I.P. Estate, New Delhi - 110002

